

Below is a representation of the front page of the IRP application. Please print clearly and legibly when filling out the form. All transactions for IRP are completed using this form. Transactions requiring weights and jurisdictional changes require the full application.

STATE OF ILLINOIS (IRP) INTERNATIONAL REGISTRATION PLAN APPLICATION (PAGE 1)	
REGISTRANT INFORMATION	
REGISTRANT NAME:	REG. YR.
DRA NAME:	FLEET #:
PHYSICAL ILLINOIS ADDRESS:	SUPP #:
CITY:	TRAILING #:
ILLINOIS TELEPHONE #:	FEES MONTHS:
ALTERNATE TELEPHONE #:	SUPPLEMENT:
CONTACT PERSON:	TYPE OF OPERATION
SPECIAL MAILING ADDRESS:	HAUL FOR HIRE
NAME:	PRIVATE CARRIER
STREET ADDRESS:	RENTAL COMPANY
CITY:	HOUSEHOLD GOODS (FOR HIRE)
STATE:	HOUSEHOLD GOODS (PRIVATE)
ZIP CODE:	
APPLICANT BUSINESS INFORMATION	
YOUR USDOT #:	IS THIS A NEW FLEET? <input type="checkbox"/> YES <input type="checkbox"/> NO
(If applicable)	
USDOT # SAFETY CARRIER:	CHANGE IN NEXT 12 MONTHS
(If entire fleet)	<input type="checkbox"/> YES <input type="checkbox"/> NO
ISSUING INTERSTATE AUTHORITY: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO	TIN OF SAFETY CARRIER:
	(Taxpayer Identification Number)
IL CORPORATION #:	ICC #:
CORPORATION JURISDICTION:	NCC #:
(If incorporated in a foreign jurisdiction)	
FUEL TAX #:	IL DRIVER'S LICENSE # (if an individual)
FUEL TAX JURIS:	EXPIRATION DATE:
INSURANCE COMPANY:	
(and holder of agent)	
<p><small>The undersigned hereby certifies under penalty of perjury that the information provided on this form is true and correct to the best of their knowledge and belief. The undersigned hereby certifies that the information provided on this form is true and correct to the best of their knowledge and belief. The undersigned hereby certifies that the information provided on this form is true and correct to the best of their knowledge and belief. The undersigned hereby certifies that the information provided on this form is true and correct to the best of their knowledge and belief.</small></p>	
Signature:	FOR OFFICE USE ONLY
Handwritten Signature:	
Title:	
Date:	
Handwritten Title:	
Handwritten Date:	

A Schedule "G" is required for all new applicants and for existing registrants that are undergoing business organizational changes. Please make sure to answer all parts of the form. Missing information will slow down the processing of your registrations.



Apportioned registrations are only issued one (1) plate for a truck, tractor, truck-tractor, bus, mobile-home toter or trailer. Power units (except buses) display the plate on the front of the vehicle. Buses and trailers display on the rear of the vehicle. Power wreckers receive three (3) plates: two (2) for the wrecker (front and rear) and one (1) for the towed vehicle, if there is no registration to display for the vehicle.

Forms are available at www.cyberdriveillinois.com.

Illinois Secretary of State Commercial & Farm Truck Division

501 S. Second St.
Rm. 300 Howlett Building
Springfield, IL 62756

217-785-1800
217-782-4815
217-782-4816



For More Information on Truck-Related Topics:

Illinois Commerce Commission – UCR
(Unified Carrier Registration)
www.icc.illinois.gov

Illinois Department of Revenue – IFTA
(International Fuel Tax Agreement)
www.revenue.state.il.us

**Illinois Department of Transportation –
Over Dimensional Permits and
Safety Inspection Information**
www.dot.state.il.us

Internal Revenue Service (IRS) – HVUT
(Heavy Vehicle Use Tax – Form 2290, Schedule 1)
www.irs.gov

International Registration Plan (IRP)
National Headquarters for IRP
www.irponline.org

USDOT- Safer Website
www.fmcsa.safer.gov

Information current at time of publication.

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The International Registration Plan (IRP)

First-Time IRP Applicant's Guide

Illinois Secretary of State
Commercial & Farm Truck Division

WWW.CYBERDRIVEILLINOIS.COM

JESSE WHITE
SECRETARY OF STATE

What is the International Registration Plan (IRP)?

IRP is a registration reciprocity agreement between 49 jurisdictions of the United States and 10 provinces of Canada for vehicles operating interstate. Registration fees are paid to a “base jurisdiction” on the basis of total distance in those jurisdictions where operations are necessary. It is a “one plate” concept whereby registration is purchased in the base jurisdiction for any other jurisdiction of operation. Currently, there are 59 member jurisdictions in the IRP.

What is an Apportioned Registration?

Apportionment is required for vehicles operating in two or more IRP-member jurisdictions that have a combined gross weight of more than 26,000 pounds, including the weight of the vehicle and the maximum load; or is a power unit having three or more axles, regardless of weight. Commercial vehicles weighing less than 26,000 pounds operating intra-state in two or more jurisdictions must apportion, if operating also in Illinois.

How much will an apportioned plate cost?

Because each jurisdiction has its own fee schedule and depending on the jurisdictions you are going to apportion in, the cost varies. After submitting an application, you will be provided with an invoice of the fees owed, which will reflect the fees for each jurisdiction.

Where can I apply for an apportioned plate?

Apportioned plates are only sold in Springfield. There are three options to process your application or make payment: the application or payment may be mailed (please allow 2-3 weeks for processing time), submitted by a remittance agent or in person by appointment. Remittance agents are bonded and licensed with the Secretary of State’s office to submit applications and payments. Appointments are available 8:30 a.m. – noon on most weekdays except state holidays.

What is the address and phone number of the IRP office?

Illinois Secretary of State
Commercial & Farm Truck Division
501 S. Second St., Room 300
Springfield, IL 62756

217-785-1800 • 217-782-4815 • 217-782-4816
(Please listen carefully to the menu choices.)

Do I need an appointment to submit my application or process in person?

Yes, an appointment is necessary at all times to process any IRP application. Call ahead to schedule an appointment (see phone numbers).

What documents are needed to apply for IRP plates for the first time?

1. Proof of ownership of the vehicle:

- Copy of Illinois title
- Copy of Illinois assigned title (within six months from Date of Sale)
- Bill of Sale or Invoice (within six months from Date of Sale) from a licensed dealer (or other proof of a consummated sale)
- Copy of a Title from another IRP jurisdiction either in the owner’s name or assigned to the owner (within six months from Date of Sale).

2. Proof of an Established Place of Business or Residency in Illinois (must have three additional besides Telephone Bill):

- Telephone Bill (matching name and address – not over 60 days old)
- Utility Bills (matching name and address – not over 60 days old)
 - Electric Bill
 - Gas Bill
 - Water Bill
 - Cable Television Bill
 - Garbage Collection Bill
 - Sewer Charges Bill
- Insurance Documents (matching name and address)
- Property Tax Receipts (must show name and address)
- Illinois Income Tax Forms
- Banking or Loan Documents
- Voter’s Registration Card
- Rental Agreement for Property

3. If a corporation or limited liability company, you must provide proof of “Good Standing” either from Illinois or another jurisdiction.

4. Proof of an Illinois Driver’s License (CDL not required unless also the driver of the vehicle).

5. Receipted FORM 2290, Schedule 1 (Heavy Vehicle Use Tax) from the IRS if registering over 55,000 pounds and over 60 days from the date of purchase.

6. Completed IRP Application – Form CFT IRP 22.

7. Completed Schedule “G” – Form CFT 23

Instructions are available by form number at the Secretary of State website at www.cyberdriveillinois.com. Examples of how to fill out forms or further explanation is available in the IRP Instruction Manual (Form CFT IRP 25).

If I am applying for the first time, how do I know what distance to list?

Applicants must use the distance shown on the Estimated Distance Chart – Form Number VSD 646 (determined by dividing all registered vehicles by all reported miles within a jurisdiction) for every jurisdiction if there are no actual distances coming from another firm/fleet/jurisdiction that was in the registrant’s control. Every registration identification card will show all IRP member jurisdictions as having registration.

My vehicles are operated in another jurisdiction. Must I report those distances when applying in Illinois?

Yes, distances accrued in one jurisdiction must follow when registering in another jurisdiction. These distances will be used in lieu of estimates for your first registration year.

How and what type of payments for my registration are accepted?

Because all IRP transactions are processed in Springfield, all payments are processed there as well. New applicants to IRP in Illinois must pay by “secured funds” for the first three (3) full years of registration. Secured funds must be paid with a cashier’s check, certified check, money order, cash (in person only) or credit/debit card (processing fees apply). Your invoice will remind you of your requirement.

Must I have a USDOT number to apply?

A USDOT number in your name is not required if you are not a Motor Carrier (USDOT definition). However, you must at least provide the number of the Motor Carrier you are leased to and running operations for indicating who is responsible for the safety of your vehicles. If you are the Motor Carrier, you must provide your USDOT number for safety reasons. For more information, contact the USDOT or visit www.fmcsa.safer.gov.